



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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October 8, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-12

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Update to OSUP Memorandum #2003-67, Policy on Credit Union Deductions

Agencies were notified in OSUP Memo #2003-67 of the change in policy requiring that payments to credit unions be processed through direct deposit by Electronic Funds Transfer (EFT) effective July 1, 2004.

Agencies should note that if an employee chooses to change their credit union deduction to a direct deposit before June 20, 2004, authorization from the employee must be obtained in order to stop the employee's credit union deduction. After the authorization is obtained, the credit union deduction (Info Type 14) must be delimited before setting up a transfer as a Main bank or Other bank. Please refer to ISIS HR On Line Help for instructions on how to "Delimit Recurring Deductions" and how to "Create Bank Details". Agencies must review infotype 194 to determine if the employee has an active federal tax levy prior to making changes to the credit union deductions. Refer to OSUP memorandum #2004-01 for additional information.

Prior to setting up any new bank details, it is essential that agencies run the Recurring/Additional Payments/Deds Detail Report (ZP74) for wage types 5221-5235, 5237-5240, 5421-5435 and 5437-5440 to obtain a list of employees with recurring credit union deductions per OSUP Memo #2003-67. Running this report will help prevent agencies from setting up a bank detail without delimiting the recurring deduction. If the recurring deduction is not stopped prior to agencies setting up a bank detail, then the employee will receive both the deduction and the transfer deposited to their credit union account. Also, agencies should run ZY08 [Payroll Simulation (Single Person)] to assure changes are made accurately.

If you have any questions or concerns about this change, please contact Angela Woods at (225) 342-5345.

JWC:ASW/kmb

c: Credit Unions